

Approved For Release 2006/11/13 : CIA HDP75-00399R000100000104-3

CORPHQD 20104-3

REPORTS INVENTORY				DDs/oc-02.3					
PREPARE IN DUPLICATE									
1. TITLE OF REPORT (If a fill-in report include Form No.) Inventory of Motor Vehicles (TVA)				2. TYPE OF REPORT	STATISTICAL NARRATIVE MACHINE-NAME LISTING				
3. FUNCTIONAL AREA	PERSONNEL	TRAINING	ADMIN. GENERAL						
	<input checked="" type="checkbox"/> LOGISTICS	SECURITY	OTHER (specify) COMMUNICATIONS						
4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.) Annually		6. DISTRIBUTION (No. of components not number of copies) 3 copies						
6									
7. FORMAT (memorandum, form computer print-out, etc) Memo	8. ADP PROCESSING <input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT Required by Log Officer						
10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)								
OC-A/C2:SB									
12. COST FACTORS									
A. MANUAL PREPARATION AND REVIEW COSTS									
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-4	2.81		48		43.96		1		43.96
GS-10	6.44		40		257.60				
GS-13	8.33		16		133.26				
					439.84				
B. COSTS OF COMPUTER PRODUCED REPORTS									
104 TOTAL COSTS PER YEAR									

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Required by Office of Logistics and Audit Staff